

MANAGEMENT TRAINEE

The purpose of the Management Training Program is to offer college graduates an opportunity to pursue careers in public service with the City of Milwaukee. Appointment to a Trainee assignment is limited to one year of service. The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE:

Management Trainees will be assigned to one of several City of Milwaukee departments. Assignments will provide Trainees with valuable exposure to local government functions such as neighborhood development, urban planning, business development, operations, budgeting, finance, fiscal and legislative analysis, licensing, auditing, strategic planning, statistical analysis, and personnel management. Management Trainees will gain significant insight into the inner workings of a major municipality and will have the opportunity to explore rewarding career paths with the City. Trainees will be able to apply for and be considered for vacancies for which they qualify in any City of Milwaukee department. Each Trainee assignment is not expected to exceed one year.

ESSENTIAL TASKS:

- Manage resources and processes to effectively and efficiently ensure the timely completion of assigned duties.
- Communicate orally and in writing to internal and external customers to determine and successfully meet their needs.
- Read and interpret technical material, rules and regulations, and policies to determine main subjects and ideas.
- Use computers and various computer applications to generate reports, analyze and store data, and written material to efficiently and effectively complete assigned tasks.
- Assist in solving problems by employing various types of analysis through critical thinking and proficient use of information.
- Use creativity to develop new processes where current processes are ineffective or inefficient.
- Employ mathematical and statistical reasoning to solve practical problems.
- Manage interaction with co-workers and supervisors to ensure that project and program goals are met.
- Promote a high level of performance for self and co-workers.
- Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor of Science Degree or Bachelor of Arts Degree from an accredited college or university within the past two years at time of application.

NOTE 1: *Students in their final year of college (at time of application) may participate in the selection process, but would not be eligible for appointment until degree completion.*

NOTE 2: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box MT, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Ability to plan and organize work to achieve goals.
- Ability to use good time management techniques to complete duties in a timely manner.
- Knowledge of goal setting techniques to aid in meeting established time lines.
- Ability to maintain quality of work through careful attention to detail.
- Skill in all aspects of customer service to build and maintain customer satisfaction.
- Ability to present information in a clear and concise manner orally and in writing to accurately express facts, data and statistics.
- Skill in reading and interpreting a variety of written materials that are applicable in work settings.
- Knowledge of basic computer software applications to facilitate work processes.
- Ability to approach problems in a logical manner and develop and implement solutions and evaluate outcomes.
- Ability to make objective decisions by assessing the facts, risks and rewards, goals, and outcomes in order to accomplish organizational objectives.
- Ability to review and analyze data and apply the results to reach accurate conclusions.
- Knowledge of basic mathematical and statistical principles needed to complete job tasks.
- Ability to establish and maintain positive relations with supervisors, co-workers, and the public in order to meet organizational goals and objectives.

THE CURRENT PAY RANGE (2EX) IS: \$44,194 – \$61,871 annually with excellent benefits. Incumbents are limited to the minimum of the pay range.

- *Note: Management Trainees are **not** eligible to participate in the employees' retirement system.*

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 19, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.